



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA**

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente
Rancho Santa Fe, California 92067

July 11, 2018
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk.

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Pledge of Allegiance

1. Roll Call

2. Special Presentation

a. Burn Institute

Recognition will be given to the District as the top fund raiser as the top fund raiser for the annual Boot Drive supporting The Burn Institute

b. Certificate of Recognition

A certificate will be presented to Captain Cole Thompson for a CPR save

3. Public Comment

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Unfinished Business.

4. Consent Calendar

a. Board of Directors Minutes

Board of Directors minutes of June 20, 2018

ACTION REQUESTED: **Approve**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

b. Receive and File

i. Monthly/Quarterly Reports

(1) List of Demands Check 30183 thru 30316, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30, 2018 totaling:	\$ 426,948.77
Wire Transfer(s) period June 1 – 30, 2018	\$ 799,528.52
Payroll for the period June 1 – 30, 2018	<u>\$ 707,215.28</u>
TOTAL DISTRIBUTION	\$1,933,692.57

(2) Activity Reports – June 2018

- i. Operations
- ii. Training
- iii. Correspondence - letters/cards were received from the following members of the public:
 - None

ACTION REQUESTED: [Information](#)

c. Acceptance of Donation

To accept a cash donation \$984.60 from the Rancho Santa Fe Fire District Foundation

[Staff Report 18-19](#)

ACTION REQUESTED: [Accept donation](#)

5. Old Business

- a. None

6. New Business

- a. None

7. Oral Report

- a. Fire Chief – Michel
- b. Operations – Deputy Chief
- c. Volunteer – Volunteer Recruitment/Retention Coordinator
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative Manager
- g. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments

8. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957
Employee Performance Evaluation
Title: Fire Chief

9. Adjournment

The next regular meeting Board of Directors meeting to be August 8, 2018 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular
Meeting Agenda
Wednesday, July 11, 2018
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on July 5, 2018 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on July 5, 2018

Karlene Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Special (in lieu of regular) Board of Directors Meeting Minutes – June 20, 2018

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Battalion Chief Livingstone led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

2. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all resolutions/ordinances.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of May 9, 2018

b. *Receive and File*

i) Monthly/Quarterly Reports

1. List of Demands Check 30064 thru 30183, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period May 1 – 31, 2018 totaling:

\$ 485,482.64
\$ 212,945.07
<u>\$ 628,175.16</u>
TOTAL DISTRIBUTION
\$1,326,602.87

2. Activity Reports – May 2018

a) Operations

b) Training

c) Fire Prevention

d) Correspondence – letters/cards were received from the following members of the public:

1) LAFCO – Ballot Election Results

2) Ventura Fire Department

5. Old Business

a. *CalPERS Unfunded Accrued Liability (UAL)*

Chief Michel reminded the Board of the direction given to staff to remit UAL payments based upon a 20 year plan in lieu of 30 years. At a previous meeting, staff was asked to look at paying an additional amount in addition to the 20-year plan. He distributed a worksheet suggesting an additional \$500,000 payment in FY18 and \$500,000 in FY19. He again reminded the Board that this proposal is over and above the normal payment. Staff responded to questions from the board, noting that Director Ashcraft expressed his views that the District should be much more aggressive with cash payments.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 1 NOES; 0 ABSENT; 0 ABSTAIN to authorize the additional payment of \$500,000 towards the CalPERS 3% @ 50 safety plan before June 30, 2018.

6. Public Hearing

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

7. Resolutions/Ordinance

a. *Resolution No. 2018-07*

Chief Cox summarized the staff report provided. He reported that the Federal Disaster Mitigation Act of 2000 requires local governments to adopt a Local Hazard Mitigation Plan (LHMP) or a Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) to maintain continued eligibility to receive pre and post-disaster mitigation funding from the Federal Emergency Management Agency (FEMA). The original plan was developed by staff and adopted by the Board of Directors October 13, 2010, and the plan must be updated periodically.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Approving an Update to the San Diego County Multi-Jurisdiction Hazard Mitigation Plan* on the following roll call vote:

AYES:	Ashcraft, Hillgren, Malin, Stine, Tanner
NOES:	None
ABSENT:	None
ABSTAIN:	None

b. *Resolution No. 2018-08*

Ms. Rannals informed the Board that the Public Agency Self Insurance System (PASIS) pool chose to enter into a new contract for a third party administrator, AdminSure. Because of this change, it is necessary to update signatures on the Bank of America workers compensation account. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-08 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Account* on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSENT: None
ABSTAIN: None

c. *Resolution No. 2018-09*

Chief Michel reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously report, he had requested additional funding for the construction of RSF5 thru these funds, in addition to costs for RSF6, which was approved by the committee earlier this year.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Ordinance No. 2018-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSTAIN: None
ABSENT: None

8. New Business

a. *Structure Lease Agreement*

Chief Michel summarized the staff report provided. He reported that the District obtained this lease resulting from the reorganization with CSA-107 that expired April 2017. Since its expiration, District staff legal counsel has been working to update the lease. The new lease term is five years, with an automatic five year extension. He recommended approval and authorization to sign the contract. He responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the Structure Lease Agreement and authorized the Fire Chief to execute the contract on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSENT: None
ABSTAIN: None

b. *CalPERS Unfunded Accrued Liability - NCDJPA*

Chief Michel summarized the staff report. He reported that the NCDJPA Board of Directors has been working to pay down the JPA'S UAL in the last few years. The JPA Chiefs and staff worked diligently to create an equitable way to determine each agency's proportionate share towards paying off the current balance of the UAL. The JPA Board of Directors agreed at their meeting held May 30 to a two year budget that included a special assessment for the UAL. The District is proposing to pay in full its' obligation in FY18 to save interest. He responded to questions from the Board.

MOTION BY DIRETOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN) to accept staff's recommendation and approve the lump sum \$95,645 payment to North County Dispatch Joint Powers Agency by June 30, 2018 to fulfill the District's obligation towards the special assessment for the CalPERS UAL.

Ten-minute recess

c. *Preliminary Budget – FY19*

Karlana Rannals gave a PowerPoint presentation on the Preliminary Budget for FY19. She reports that preliminary revenue projection \$16,366 (in thousands) increased (2.1%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY18 estimated receivables (\$13,795); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, FEMA/OES reimbursement, fees, and lease revenue.

She reports that the overall Operating Budget of \$17,090 (in thousands) increased (4.9%). She summarized the expenditure changes between the proposed budget and FY18 estimated expenditures that include:

- Personnel Cost – 12,860 (4.6%) – the overall decrease increase is the direct result that at this time of additional payments to CalPERS to reduce the unfunded accrued liability and a full year's expense for SAFER grant personnel. In addition, the preliminary budget does include negotiated salary adjustments and additional personnel needed resulting from retirements.
- Contractual Services (+13.3%) - the overall increase are the results of the increases to
 - Commercial Insurance
 - Other Contractual and Professional Services
 - Utility costs
 - Vehicle maintenance and repairs
- Material & Supplies (+14.5%) – the overall increase are the results of the increases to
 - Fuel
 - Medical Supplies
 - Safety Equipment

She also provided an overview of the District's cash position and she responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, to approve the Preliminary Budget for FY19 as presented on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSENT: None
ABSTAIN: None

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 26, 2018, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

9. Oral Report

a. Fire Chief – Michel

- i) RSF5 – he is proposing to get a building permit to the County of San Diego on July 2nd. He was able to report that the storm water requirements will be based upon the 2007 standards. The site plan is still pending.
- ii) He has been contacted by the LA Times regarding an interview and a planned tour of the Shelter in Place communities. The District requires all shelter in place communities to maintain them. The District may consider charging these communities for these inspections.
- iii) He has vacation plans for much of July; however, he will attend the July Board of Directors meeting.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity noting 384 calls, and he reported that there were no significant incidents to report on from the previous month.

c. Volunteer – Volunteer Recruitment Retention Coordinator

Chief Slattery reported that the volunteer force is comprised of 23 individuals. A volunteer academy is planned for mid-July.

d. Training – Battalion Chief

Chief Slattery reported that the 2nd quarter testing is planned for mid-July; a succession plan was recently mapped out noting the clear steps needed to promote and succeed. This plan is a direct result of the strategic plan. A CERT Academy is also planned for the fall.

e. Fire Prevention – Fire Marshal

FM Donner reported on the previous month's activity that continues to be busy. She has been working with the County to request that the County tell applicants to submit their plans at the same time to fire in hopes of speeding up the review process. Staff will also participate in a public education opportunity at the 4S Ranch Community Carnival and staff will stay through the Fireworks display.

f. Administrative Manager

Ms. Rannals reminded the Board that their annual ethics and harassment training was due in December 18 and February 19 respectively. She asked the preferred method of training, in-person or web training. At the conclusion of the discussion, the Board requested in person training for both subjects. She agreed to schedule Ethics for December 2018 and Harassment for January 2019.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – at the meeting held May 24, 2018, he reported that a new Administrator had been offered of employment.
- ii) County Service Area – 17 – Update: Hillgren – no report
- iii) Comments
 1. Malin – spoke of a new report noted that social security disability claims are down.
 2. Stine – informed the board that he joined the Rancho Santa Fe Fire District Foundation as of May 15th.
 3. Tanner – expressed his appreciation for the Fire District accepting the responsibility of placing American flags on Paseo Delicias on federal holidays.

10. Closed Session

- a. Pursuant to section 54957.6, the board met in closed session from 3:55 – 4:20 to discuss the following:
Conference with Labor Negotiators
Agency Negotiators: Fire Chief and Deputy Chief
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Under Negotiation: Meet and confer in good faith for changes in other terms and conditions of employment
All board members listed and Chief Tony Michel, Deputy Chief Cox Karlana Rannals attended the closed session.

Upon reconvening, President Ashcraft reported that direction was provided to staff and there was no action taken by the board.

11. Adjournment

Meeting adjourned at 4:23 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands - June 2018

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
30184	\$672.30	Accountemps	Temporary Labor
30185	\$1,372.00	C.A.P.F.	Disability Ins Short & Long
30186	\$881.73	California Health & Safety Inc	BA Compressor Maint, SCBA Maint & Repair/ Flow Test/ Hydro
30187	\$1,612.72	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
30188	\$105.81	Dish	Cable RSF6
30189	\$134,541.08	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
30190	\$25.98	Guardian Life Insurance Co	Medical Insurance
30191	\$181.32	L N Curtis & Sons Inc	Apparatus:Tools/Equipment Repair
30192	\$1,058.00	Liebert Cassidy Whitmore	Legal Services
30193	\$355.20	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
30194	\$112.50	S2Technology, Inc.	Consulting Services
30195	\$1,743.97	SoCo Group Inc	Fuel: Gasoline & Diesel
30196	\$15.45	U P S	Shipping Service
30197	\$11,099.72	U S Bank Corporate Payment System	Cal-Card./IMPAC program
30198	\$2,051.59	Uniforms Plus	Uniforms: Safety Personnel, Safety: Boots
30199	\$1,871.02	United Site Services	Sewer RSF5, 6
30200	\$2,005.32	Verizon Wireless	Cellular - Telephone, CSA-17 Contract, MDT Broadband + ATN Line
30201	\$740.08	Willis, Erwin L.	Computer Equipment/Parts, Computer/Printer Replacement
30202	\$21.00	AAA Live Scan	Background Investigation
30203	\$600.00	Accme Janitorial Service Inc	Building ADMIN
30204	\$933.75	Accountemps	Temporary Labor
30205	\$340.56	AT&T Calnet 2/3	Telephone RSF, ADMIN
30206	\$463.56	Bay City Electric Works Inc	Generator RSF1- Maintenance & Service
30207	\$2,840.00	California Health & Safety Inc	Fit Testing Supplies and Parts
30209	\$3,236.00	County of SD/RCS	CAP Code Paging Service-Monthly Service, 800 MHz Network Admin Fees
30210	\$301.17	Cox Communications	Telephone RSF
30211	\$3,240.00	E7 Systems LLC	Consulting Services - Prevention
30212	\$33.87	EDCO Waste & Recycling Inc	Trash RSF6
30213	\$268.74	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30214	\$696.00	Garrett Electric Inc	Building RSF2
30215	\$660.24	L N Curtis & Sons Inc	Unit 1811 Equipment
30216	\$92.55	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas

Rancho Santa Fe Fire Protection District

List of Demands - June 2018

30217	\$187.37	Rincon Del Diablo Municipal Water Di	Water RSF5
30218	\$2,613.33	SoCo Group Inc	Fuel: Gasoline & Diesel
30219	\$132.00	Terminix International	Building RSF
30220	\$600.75	ThyssenKrupp Elevator Inc	Elevator Service
30221	\$544.99	Time Warner Cable	Telephone ADMIN
30222	\$26.03	U P S	Shipping Service
30223	\$51.35	Vista Paint Corp.	Hydrant Maintenance
30224	\$2,284.49	Waste Management Inc	Trash RSF, RSF Assn - Patrol, NCDJPA Rebill
30225	\$933.75	Accountemps	Temporary Labor
30226	\$127.03	Airgas Inc	Safety: Breathing Air
30227	\$1,500.00	Arnold A Lewin	Consulting Services
30228	\$1,885.25	AT&T Calnet 2/3	Telephone RSF, ADMIN
30229	\$1,232.77	B & B Appliance Service Dept	Station Maintenance - RSF2
30230	\$99.99	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
30232	\$375.00	Carter, Joe	Education/Training Reimbursement
30233	\$158.61	Complete Office of California Inc	Office Supplies
30234	\$1,250.00	Cooper, Correy	Education/Training Reimbursement
30235	\$295.96	EDCO Waste & Recycling Inc	Trash RSF5
30235	\$295.96	EDCO Waste & Recycling Inc	Trash RSF6
30236	\$535.28	Encinitas Ford Inc.	Scheduled/Repair - ID 1181
30237	\$1,960.20	Felila Moreno DBA Warrior Legacy Pri	Uniforms: Safety Personnel
30238	\$1,830.00	Fitch Law Firm Inc	Legal Services
30239	\$94.41	Griffin Hardware Co.	Station Maintenance - RSF2
30241	\$374.92	Napa Auto Parts Inc	Apparatus: Parts & Supplies
30242	\$95,645.00	NCDJPA	Dispatching
30243	\$4,831.50	Olivenhain Municipal Water District	Water RSF, Training Facility
30244	\$1,390.79	Santa Fe Irrigation District	Water RSF1, NCDJPA Rebill
30245	\$30.00	SDCFCA	Meetings/Meal Expenses
30246	\$6,353.94	SDG&E	Elec/Gas/Propane RSF, ADMIN
30247	\$2,010.53	SoCo Group Inc	Fuel: Gasoline & Diesel
30248	\$32.00	State of CA Dept of Justice	Background Investigation
30249	\$439.13	Telepacific Communications	Telephone ADMIN
30250	\$110.33	Time Warner Cable	Cable RSF4, ADMIN
30251	\$16.18	U P S	Shipping Service

Rancho Santa Fe Fire Protection District

List of Demands - June 2018

30252	\$250.00	U S Postal Service - Postmaster	Post Office Box Rental
30253	\$252.80	Verizon Wireless	MDT Broadband + ATN Line
30254	\$1,391.66	Waste Management Inc	Trash RSF2
30255	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
30256	\$442.50	Accme Janitorial Service Inc	Building ADMIN
30257	\$1,195.20	Accountemps	Temporary Labor
30258	\$245.54	AT&T	Telephone/Cable RSF5
30260	\$74.23	Complete Office of California Inc	Office Supplies
30261	\$750.87	Discount Tire	Apparatus: Tires & Tubes
30263	\$21.31	FedEx	Shipping Service
30264	\$75.39	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30265	\$516.19	Geiger	Public Education Material
30266	\$16.16	Griffin Hardware Co.	Station Maintenance - RSF2
30267	\$164.48	Konica Minolta Business Inc	Copier Maintenance Contract
30268	\$182.35	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
30269	\$4,400.72	SDG&E	Elec/Gas/Propane RSF1, 2
30270	\$2,417.89	SoCo Group Inc	Fuel: Gasoline & Diesel
30271	\$187.00	Turnout Maintenance Company LLC	Safety Clothing (Protective)
30272	\$15.45	U P S	Shipping Service
30273	\$51.35	Vista Paint Corp.	Hydrant Maintenance
30275	\$684.24	About Service Inc	Scheduled - ID 1282
30276	\$1,213.88	Accountemps	Temporary Labor
30277	\$4,721.61	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
30278	\$178.19	Allstar Water Systems Inc	Building ADMIN
30279	\$165.35	AT&T	Telephone RSF
30280	\$345.35	Bay City Electric Works Inc	Generator Repair RSF3
30281	\$204.27	Berry, Nicole	Prevention - Meal/Lodging/Travel Exp
30282	\$825.44	Canfield, Sean	Education/Training Reimbursement
30283	\$325.00	Chapin, Nicholas	Education/Training Reimbursement
30284	\$424.00	Ciuchta, Brian	Education/Training Reimbursement
30285	\$89.24	Complete Office of California Inc	Office Supplies
30286	\$321.55	Compressed Air Specialties Inc	BA Compressor Maintenance
30287	\$78.88	ComTech Communications, Inc.	Station Maintenance - RSF1, 2

Rancho Santa Fe Fire Protection District

List of Demands - June 2018

30288	\$3,236.00	County of SD/RCS	CAP Code Paging Service-Monthly Service, 800 MHz Network Admin Fees
30289	\$263.08	Cox Communications	Telephone/Cable RSF2, 3
30290	\$1,372.87	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
30291	\$932.07	Discount Tire	Apparatus: Tires & Tubes
30292	\$105.81	Dish	Cable RSF6
30293	\$26.05	Emergency Vehicle Group, Inc.	Repair - ID 1411
30294	\$800.00	Fairbanks Ranch Com. Serv. Dis	Sewer RSF3
30295	\$734.40	Felila Moreno DBA Warrior Legacy Pri	Uniforms: Safety Personnel
30296	\$1,454.63	Fire Smart Promotions	Public Education Material
30297	\$4,273.39	Geiger	Public Education Material
30298	\$484.85	Home Depot, Inc	Radio Batteries-Motorolla, Dble AA for C, Station Maintenance, Hydrant Maintenance, Safety Equip, Fit Testing Supplies & Parts
30299	\$4,052.32	Johnson Equipment Co	Repair - ID 1062
30300	\$32,622.39	L N Curtis & Sons Inc	Unit 1811 Equipment
30301	\$4,820.80	Liebert Cassidy Whitmore	Legal Services
30302	\$233.18	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
30303	\$98.46	Napa Auto Parts Inc	Apparatus: Parts & Supplies
30304	\$2,375.00	RSF Community Services District	Sewer RSF
30305	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
30306	\$550.00	Sanford, Nathan	Suppression - Local Conf/Seminars
30307	\$4,709.45	SoCo Group Inc	Fuel: Gasoline & Diesel
30308	\$242.50	Stamy, Samuel	CSA-17 Contract
30310	\$306.00	Terminix International	Building RSF, ADMIN
30311	\$899.10	Trace Analytics Inc	BA Compressor Maintenance
30312	\$15.45	U P S	Shipping Service
30313	\$247.83	Uniforms Plus	Uniforms: Safety Personnel
30314	\$1,871.02	United Site Services	Sewer RSF5, 6
30315	\$2,050.41	Verizon Wireless	CSA-17 Contract, MDT Broadband + ATN Line, Cellular - Telephone, Parts/Supplies
30316	\$51.35	Vista Paint Corp.	Hydrant Maintenance
EFT000000000408	\$973.25	Rannals, Karlana	Admin - Meal/Lodging/Travel, Awards/Proclamations, Janitorial
EFT000000000411	\$65.38	Closs, Brandon	Scheduled - ID 1381
EFT000000000412	\$322.42	Rannals, Karlana	Meetings/Meal Expenses, Janitorial Supplies

Rancho Santa Fe Fire Protection District

List of Demands - June 2018

EFT000000000414	\$650.00	Sivba, Matt
EFT000000000417	\$10,888.08	Douglas, Clifford
EFT000000000418	\$200.00	RSFPFA
EFT000000000419	\$480.00	Rannals, Karlana
EFT000000000420	\$160.00	Duncan, Troy
MISC	\$17,647.08	Various
Subtotal	\$426,948.77	

ACH Transfer	\$4,394.00	CalPERS
ACH Transfer	\$147,787.01	CalPERS
ACH Transfer	\$147,347.51	CalPERS
ACH Transfer	\$500,000.00	CalPERS
Subtotal	\$799,528.52	

6/15/2018	355,120.25	RSFFPD
6/29/2018	19,944.37	RSFFPD
6/30/2018	332,150.66	RSFFPD
Subtotal	\$707,215.28	

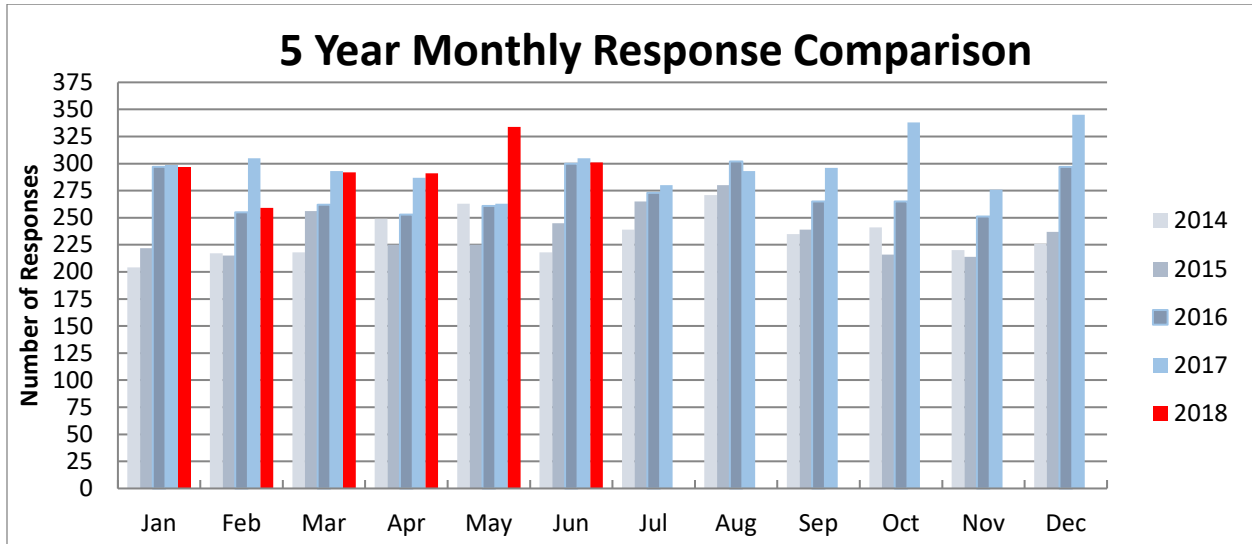
Total **\$1,933,692.57**

Education/Training Reimbursement
 Medical Insurance
 RSF Prof FF Assoc
 On Line Services, Cellular - Telephone
 Training Equipment/Supplies: Expendable
 Medical Reimbursment

17-18 Survivor Benefit
 June 18 Ret
 May 18 Ret
 UAL FY18

Payroll
 Payroll
 Payroll

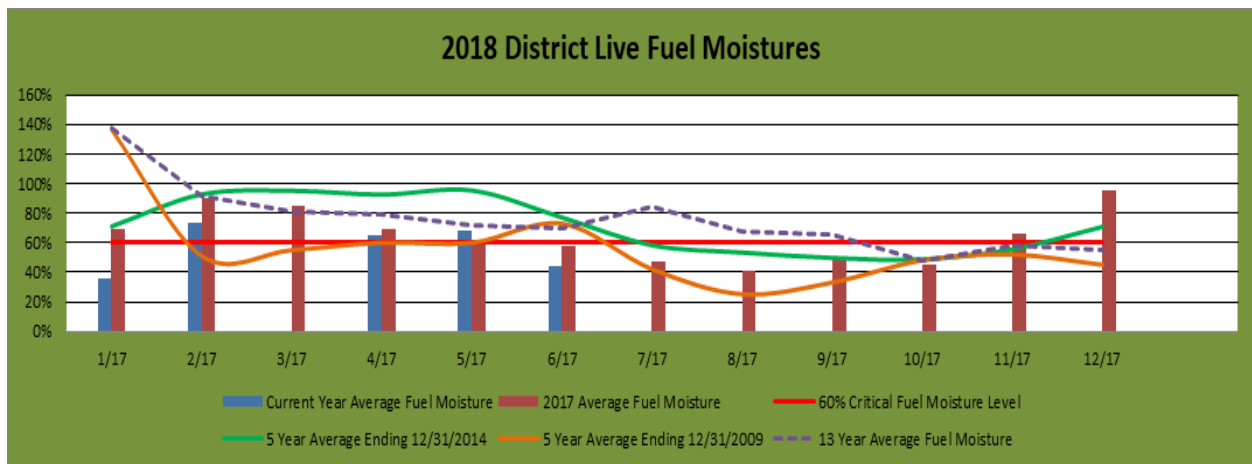
June Incident Count Stations 1 - 6



2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	259	292	291	334	301							1774
YTD	297	556	848	1139	1473	1774							1.2%
2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	293	287	263	305	280	293	296	338	276	345	3,580
YTD	299	604	897	1,184	1,447	1,752	2,032	2,325	2,621	2,959	3,235		8.2%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%

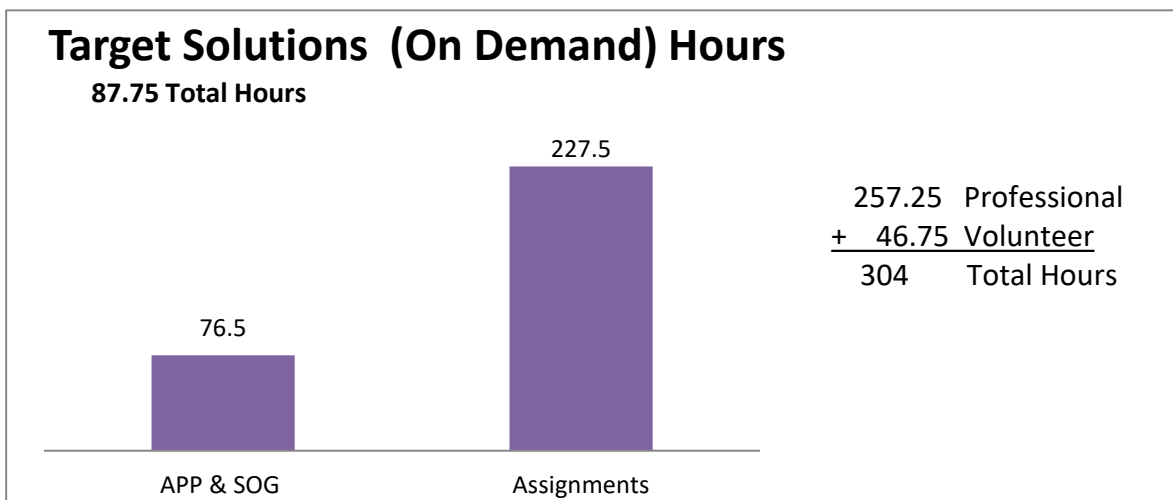
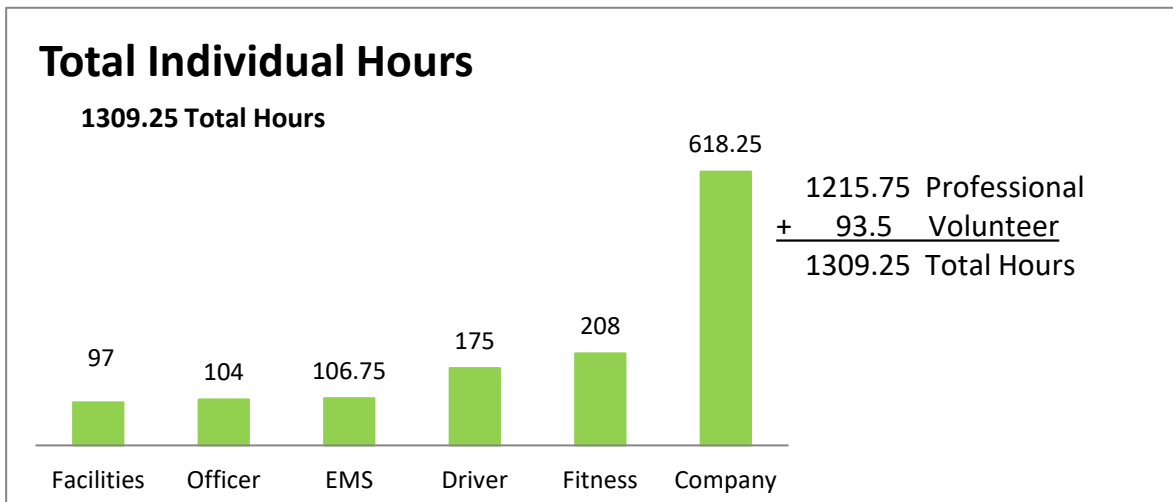
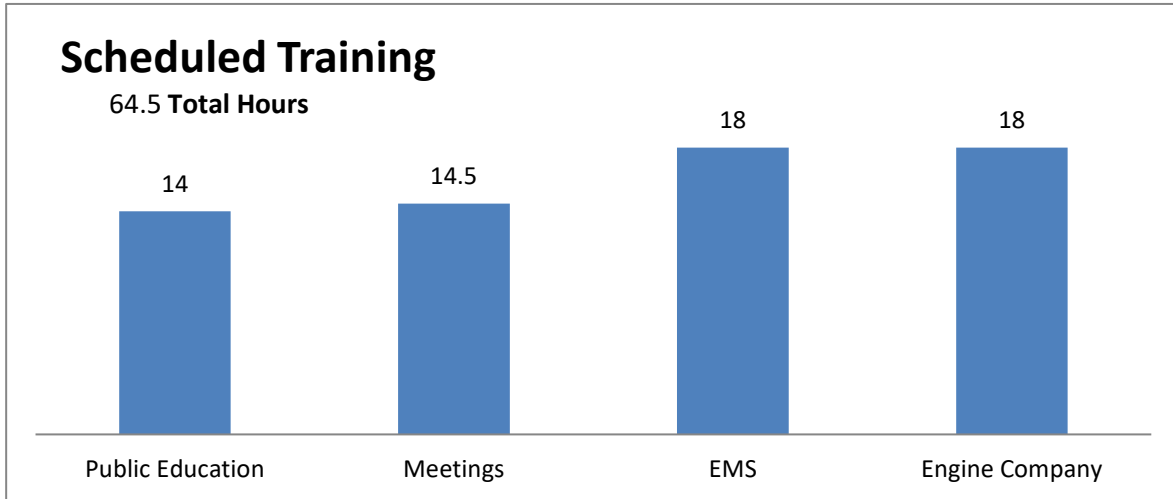
Incident Response Summary by Station	
Date Range: From 06/01/2018 To 06/30/2018	
Station: RSF 1	61
Station: RSF 2	106
Station: RSF 3	44
Station: RSF 4	36
Station: RSF 5	28
Station: RSF 6	26
Total Incident Count:	301

Incident Summary by Incident Type	
Date Range: From 06/1/2018 To 06/30/2018	
Incident Type	Incident Count
Fire	6
EMS/Rescue	139
Hazardous Condition	5
Service Call	42
Good Intent	67
False Call	35
Other	7
Total	301



Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
6/25-6/28	Lake County - Pawnee Fire	Wildland	BR265	Strike Team Assignment
06/07	1830 - 203 Country Club	Wildland	PT135, C2602,E136, B261, BR265, BR143, E141, B141, P2650, P2651, E266, WT266	1 st Alarm Assignment
7/1 -	Lake County - Pawnee Fire	Wildland	BR262	Strike Team Assignment

Training Division June 2018



See next page for description

Training Division - Descriptions

Scheduled Training		
Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.		
Total Individual Hours - 6 Subjects		
Subject	Definition	Examples
Company	Documentation of all Company Training that is not Driver, Officer, Haz-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
Driver	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
Facility	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
HazMat	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
Officer	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non-Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
EMS	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS
Mandated Hours		
Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.		

STAFF REPORT

NO. 18-19

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: ACCEPTANCE OF DONATION
DATE: JULY 5, 2018



CURRENT SITUATION

Pursuant to the Health & Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater the \$500. This donation listed is a grant from the Rancho Santa Fe Fire District Foundation in support of the purchase of a drone for use in training operations.

Description	Qty.	Cost per Unit	Total	Location
Cash	1	N/A	\$984.60	N/A

RECOMMENDATION

Accept the grant to reimburse a portion of the cost in the purchase of a drone.